

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
FEBRUARY 2018 - Volume 25, Issue 2

Employee of the Month

Shelly Ellis Gives 100% to Job and Co-Workers



Shelly Ellis
February Employee of the Month

Shelly Ellis, a Human Resources Specialist 1 for the Division of Personnel (DOP), has been selected as the Department of Administration's *Employee of the Month* for February.

A state employee for nearly two years, Ellis' duties include rating and evaluating applicants' qualifications, such as education and experience, for various job titles. She also writes and posts Public Service Announcements

on the DOP's "Job Opportunities" webpage as well as counsels applicants who need assistance with the application process.

"She's a very dependable and hard worker who volunteers to help others when they're backed up. There are days she's running around like a chicken with its head cut off," said the co-worker who nominated her. "Even when she's not feeling well, she gives 100%. She's the first to check on a sick co-worker and offer help any way she can."

When she's not working, Ellis enjoys volunteering with the Boy Scouts/Cub Scouts, serving as administrator for her neighborhood watch program, and helping organize the St. Albans Veterans' Day Parade each year. She also likes playing board games and spending time with her eight children and one grandchild, and is expecting another grandchild in July.

Ellis will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Friday, February 2, 2018, at 2:00 p.m. at the DOP offices in Building 3.

Gov. Jim Justice Delivers State of the State Address

Gov. Jim Justice delivered his second State of the State Address at the State Capitol on January 10, 2018, during which he focused on the state's financial turnaround in the last 12 months. As he did last year, he spoke without the assistance of a teleprompter and used whiteboards to convey his message.

Gov. Justice's proposal called for increasing the budget for tourism to \$20 million, developing a program in which high school students can earn associate's degrees, offering free community and



Photograph courtesy of Governor's Office

Gov. Jim Justice presented the annual State of the State Address on January 10, 2018, during which he proposed offering salary increases to state employees and teachers, investing in tourism and offering more education options.

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SNEAK PEEK

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2017-2018 West Virginia State Employees Combined Campaign in Coordination with United Way Ends Soon

The 2017-2018 West Virginia State Employees Combined Campaign (WV-SECC), in conjunction with the United Way, is wrapping up another successful year.

Tammie Means of the West Virginia Office of Technology spearheaded the campaign for the Department of Administration this year, with the valuable assistance of each agency coordinator. She said agencies came up with different projects to raise money while having a little fun at the same time.

“Some of the smaller agencies went in together with larger agencies to make a bigger impact,” she said. “They sold pepperoni rolls, offered spaghetti dinners, conducted bake-offs and chili cook-offs, played games, and coordinated silent auctions. Some agencies even offered ‘jeans days,’ where employees could wear jeans on Fridays if they contributed a certain amount to the Campaign.”

The Real Estate Division raffled off a parking space in Lot 8 of the Capitol Complex. Tickets were \$1 each or six for \$5. Another creative fundraiser took place at Public Defender Services. Employees and their children could “Sit with Claus for a Cause” and tell Santa everything on their Christmas wish



Public Defender Services (PDS) hosted “Sit with Claus for a Cause” in December. Attendees had the opportunity to visit with Santa and have their photos taken. Baked goods, hot chocolate, and “reindeer food” were also sold during the event. PDS held this event as a fundraiser for the West Virginia State Employees Combined Campaign.

lists while getting their photos taken. The agency also sold cookies, hot chocolate, and “reindeer food” during the event. The event raised \$317 with plans to make it even better next year by moving it to the Capitol Complex.

“It was truly a team effort by our staff members and it all came together just as we had hoped. It brought everyone so much joy just watching the kids interacting with Santa. There’s nothing better than seeing a child’s eyes light up when they see Santa up close,” said Betsy Chapman, who coordinated the event. “We had a very professional setup thanks to one of our staff members who has access to some very high-tech equipment. Another member of our staff dressed as Santa and he was perfect. Everyone chipped in by donating decorations, treats, and their time.”

Individually, employees were able to contribute to the general fund, known as the Community Impact Fund, or designate their gift toward a specific organization through the Campaign.

“I am proud that so many of our employees are willing to sacrifice some of their own paychecks to help their fellow West Virginians who are in need,” said Cabinet Secretary John Myers. “This is always a worthwhile effort where many of our state employees come together for a good cause.”

The last day to submit pledge forms was December 15, 2017; however, special events may continue through the end of March 2018.

BRIM to Review Department of Administration Agencies’ Continuity of Operations Plans

For state agencies that are responsible for hundreds of employees and thousands of constituents, preparing for emergencies involves a lot more than fire drills and knowing the location of emergency exits. Agency officials also need to think about their technology needs in the event employees are displaced.

Department of Administration agencies are working with the Board of Risk and Insurance Management (BRIM) to update their Continuity of Operations Plans (COOP) and are being advised to consider technology needs. BRIM is

currently reviewing all Department of Administration COOPs to determine what, if anything, the agencies overlooked when planning. Examples might include remote computer network access or mobile communication centers.

“Disasters can affect the ability of agencies to communicate both internally and externally by damaging and overloading systems and equipment,” said Mary Jane Pickens, executive director of BRIM and deputy secretary of the Department of Administration. “Technical support is vital to protecting life and property and ensuring that our

agencies can continue to perform essential functions during emergencies.”

Each Department of Administration agency has its own COOP outlining its response in the event an emergency affects that agency, while the Secretary of Administration’s COOP will provide guidance at the Department level when an event affects some or all of its agencies.

The Department of Administration encourages all employees to be aware of their agency’s COOP and what actions should be taken in the case of an emergency.

State Agency Spotlight: Real Estate Division Handles Leasing Offices, Parking Issues and Space Management

Whenever an employee of the Department of Administration comes to work at a building, parks his or her car, and sits at his or her desk, chances are good the Real Estate Division played a role in making all of that happen.

The mission of the Real Estate Division is to lease office space for state agencies and maintain a centralized statewide resource for proactive space management and planning. This helps its client agencies to operate optimally in the best office and workspace possible. The agency also coordinates parking at the Capitol Complex and enforces parking regulations.

“For a small office, we have a big impact,” said Jon Amores, executive director of the Real Estate Division. “Like our fellow Department of Administration agencies, we tend to work more behind the scenes but play an important part in the smooth functioning of government operations. Our staff is focused and experienced in doing their jobs so our fellow state employees can do theirs.”

In 2017, the Division continued the effective administration of 627 leases around the state and approximately 200 lease renewals, totaling \$57 million. “In addition to finding good office space, we have to be mindful of costs. The Division makes sure that the lease payments



While the Real Estate Division only employs 18 individuals, the agency handles a plethora of responsibilities for the state, including leasing offices, managing office space, and overseeing parking on the Capitol campus. According to Director Jon Amores, the agency plays an important role in the function of government operations. One of their greatest achievements recently has been relocating many state agency tenants into the newly renovated Building 3.

Mission Statement:

To maintain an effective and centralized statewide resource for proactive space management and planning, helping its client agencies to operate optimally in the best office and workspace possible.

Number of Employees:
18

Website:
realestatedivision.wv.gov

Telephone:
304.558.3348

Address:
124 Smith Street
Suite B100
Charleston, WV 25301

agencies make are consistent with market rates, and rent increases are aggressively managed,” said Amores.

The Division also met the challenge of relocating state agency tenants into the newly renovated Building 3, as well

as managing major disruptions in parking due to the construction. The Division’s Parking Section effectively monitors 2,589 parking spaces on 21 lots around the Capitol Complex and leases 2,297 parking spaces to employees.

You Can Nominate the Next Employee of the Month!

Do you have a co-worker who stands out from the crowd? Let him or her know you appreciate their hard work and dedication by submitting a nomination for that person for the Department of Administration’s *Employee of the Month* (EOM) award!

Each month, a Department of Administration employee is selected by a committee of their peers from a list of nominees. Recipients are presented with an award by the Cabinet Secretary during a small ceremony. In December, all Department employees vote from the 12 monthly recipients for one to receive the honor of *Employee of the Year*.

The nomination form can be found online at www.administration.wv.gov/employee-of-the-month/Documents/EOTM-nominationform.pdf. When completing this form, employees should be as detailed as possible as to why this individual should be selected as the *Employee of the Month*. Nomination forms must be signed and submitted to the Cabinet Secretary’s office in Building 1, Room E119. All nominations are confidential.

The committee will review the application based on the

following criteria:

- Producing work-related service above and beyond the norm;
- Promoting harmony with co-workers;
- Promoting a positive image of the Department/Section;
- Maintaining exemplary work standards;
- Presenting a helpful/cooperative attitude;
- Demonstrating exemplary use of time (includes work time and leave use); and
- Service to the community.

For more information, visit www.administration.wv.gov/employee-of-the-month/Pages/default.aspx. Questions may also be directed to your agency’s EOM representative. The committee members and the agencies they represent are: Kaye Parks (Finance), Mark Crites (General Services), Jessica Vartz (PEIA), Shelly Ellis (Personnel), Guy Nisbet (Purchasing), Barbara Fields (Technology) and Donald Stennett (Other Combined Agencies). Joyce Jones with the Cabinet Secretary’s office is the chairperson and Tammie Means serves as the committee secretary.

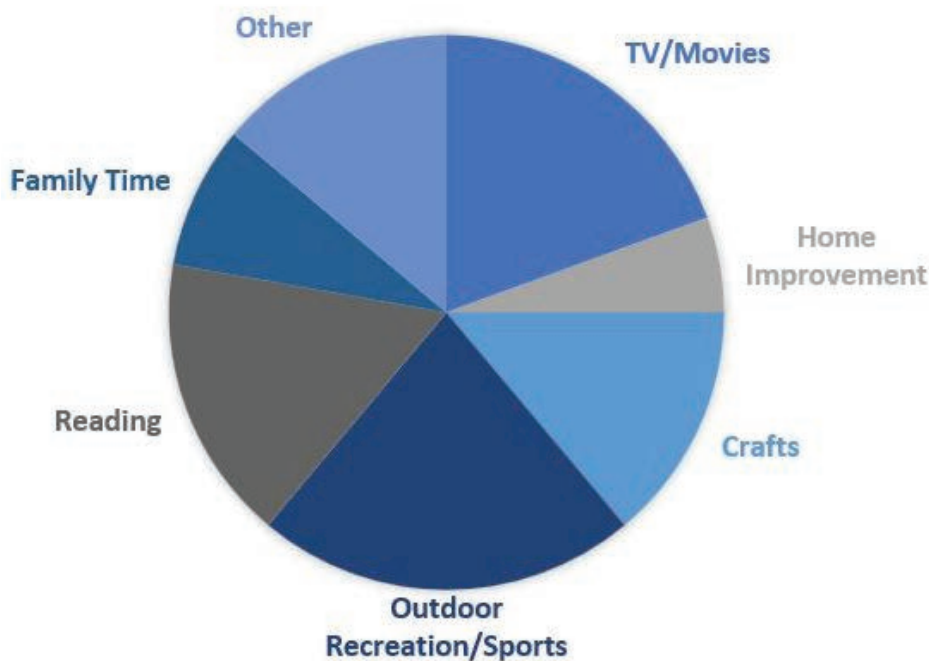
Quotes, Notes and Anecdotes

Employee Question of the Month

In the January issue of *Quotes, Notes & Anecdotes*, employees were asked to share their favorite winter hobbies and activities. Thank you to everyone who submitted a response! We are thrilled to see that many Department of Administration employees enjoy spending time outdoors during the winter months and catching up on entertainment media.

For our next *Employee Question of the Month*, we want to know “What is your favorite romantic comedy?” To answer, visit <https://www.surveymonkey.com/r/favRomCom>.

WINTER HOBBIES AND ACTIVITIES



Fleet Offers Rental Vehicles for State Agency Use

Agencies are reminded that the Fleet Management Office (FMO) has 10 vehicles available for state agencies to rent in an effort to get more usage out of the state’s fleet.

Agencies are encouraged to consider using a Fleet vehicle before a rental or personal vehicles. To assist in determining which option may be most cost effective, the Purchasing Division has a calculator available on its website at www.state.wv.us/admin/purchase/travel/rental.html.

Both short- and long-term rentals are available.

“The cost of our rentals includes gas and unlimited mileage, so after you factor in those costs, it benefits agencies to use our vehicles,” said Fleet Manager Mandy Parsons. “We have a variety of vehicles to meet the agencies’ needs and the process to reserve a vehicle is easy.”

To make a reservation, go to www.fleet.wv.gov and click on the “Rentals” tab. At the bottom of the page, open the Daily Use Vehicle Reservation Request (DOA-FM-003) form, complete it, and submit it via email to fleet@wv.gov.

Driving in a Winter Wonderland with Traction Control

While vehicle advertisements often focus on traction control, many drivers do not understand what their vehicle’s traction control system really does. The Fleet Management Office explains that this feature, which engages only when the wheels start to slip, helps make driving smoother and also helps drivers maintain control on icy or wet roads.

Traction control has greatly improved with modern computer-operated systems. These complex systems work to reduce the potential of tire spin and give drivers increased stability. With winter weather and wet conditions common during this season, hav-

ing good traction control reduces the risk of sliding or spinning your vehicle.

While traction control is beneficial when accelerating or driving uphill, this feature should be turned off when a vehicle is stuck in deep snow or mud.



If you apply snow chains to your vehicle, this feature should also be turned off for safety and better performance.

For more safe driving tips and information, visit the Fleet Management Office’s website at www.fleet.wv.gov.

Many modern vehicles contain a traction control system which helps drivers handle slippery conditions. When traveling through snow and rain, this feature will offer better performance for your vehicle. As seen on the left, this system can be turned off and is visible on the vehicle’s dashboard.

New Cards Issued to State Employees by Fleet's ARI Contract for Fuel Needs, Effective January 1, 2018

Drivers of state vehicles should now be using new cards for their fuel needs.

The Fleet Management Office (FMO) contracted with ARI to provide both maintenance and fuel for state fleet vehicles. The previously used WEX cards were automatically terminated on December 31, 2017.

ARI is the world's largest privately held fleet management company. ARI's fuel management program is designed to provide the tools, resources, and expertise to help organizations get a better handle on their fleet's fuel expenses. Because fuel prices can create uncertainty in managing an annual budget, ARI's fuel program is meant to help monitor and manage fuel related expenses. ARI captures all the data associated with fuel use and begins to carefully watch for trends and areas for possible improvement.

The fuel management team actively monitors fuel transactions, looking for opportunities to improve miles per gallon and reduce cost per gallon. They work closely with FMO, providing monthly reports to deter abuse and maximize efficiencies. ARI's fleet maintenance program allows ARI's technicians to negotiate better savings by flexing their buying power and national account alliances on behalf of its fleet customers and identify issues with more precision so fleet vehicles stay running and on the road.

"The ability to provide both maintenance and fuel transactional data with one vendor is a tremendous accomplishment for the Fleet Management Office," said Fleet Manager Mandy Parsons. The Purchasing Division authorized ARI to access tires at the statewide contract rate to serve all agencies.

"Over the last 12 months, FMO has provided fleet coordinators with a more complete picture of their fleet's operating cost. Fleet coordinators will no longer have to check several sources and combined data to determine a vehicle's operating cost," she continued. "This move to one vendor also saves the state of West Virginia money by eliminating the interface fees associated with combining the data of two vendors and provides the state the ability to capture the total basis point rebate offered. Before, the state had to pay within 30 days to receive the vendor rebate. In addition, the total fuel rebate goes straight to the agency acquiring and paying for the fuel."

Questions regarding the new fuel and maintenance cards may be directed to the agency's fleet coordinator or to the FMO staff at 304.558.5560.

STATE OF THE STATE

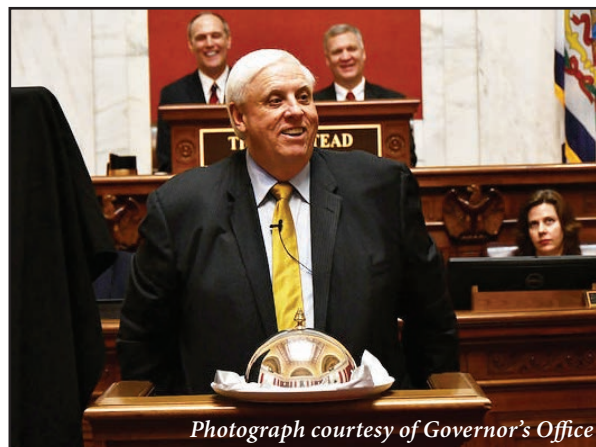
Continued from Page 1

technical college educations for qualifying students, and eliminating the tax on manufacturing machinery and equipment and manufacturing inventory.

The Governor's proposed budget also included a one percent pay raise for all state employees this year and next, as well as a five percent pay raise for teachers that would come in one percent increments over the next five years.

Throughout his address, Gov. Justice discussed ongoing efforts to deal with the opioid crisis and the need to get more coal miners back to work. He thanked voters for passing the road bond referendum that helped set the state on a positive path.

"I was your coach. I was a coach that maybe got the players running in the same direction," Gov. Justice said. "Maybe got the passion going the right way. Did it for the right reason. Didn't do it to please a party or didn't do it to gain status or something for myself.



While Gov. Justice discussed many serious problems facing West Virginia during his Address, he also had a smile on his face at times. Mimicking last year's silver platter, Justice presented special gifts to the leaders of the House and Senate but with a positive spin. They included Hershey's Kisses and boutonnières.

Did it because I love you. I really, truly do. I didn't do it because you were union or nonunion, or rich or poor, or black or white. I didn't do it because you were Dems or Republicans. I did it because you're West Virginians. And I think with all of my soul, if I was able to give you anything, it was just that. The ability to maybe be your coach. To maybe be what a governor is really supposed to be."

Gov. Justice also delivered silver platters with giant Hershey's Kisses, boutonnières, and an eight-track version of "Happy Days" to the leaders of the House and Senate.

To read the full transcript of Gov. Justice's State of the State address, visit <http://governor.wv.gov/News/press-releases/2018/Pages/2018-West-Virginia-State-of-the-State-Address.aspx>.

Test Your WV State Knowledge

How well do you know your West Virginia history? Find out for yourself by taking this quick quiz about some of our state's facts. Answers are listed below.

1. The West Virginia Senate and House of Delegates are each made up of how many members?
2. The West Virginia Capitol has _____ different types of marble.
3. True or False: The West Virginia Capitol dome is taller than the nation's Capitol building in Washington, D.C.
4. West Virginia Day is held on what day each year?
5. Where was the original state capital?
6. Who was the famous slave abolitionist that lead a raid on Harpers Ferry?
7. True or False: The New River is one of the oldest rivers in the world and flows from north to south.
8. Who was West Virginia's first governor?
9. One famous West Virginian is Pearl S. Buck. What is she known for?
10. What is West Virginia's state tree?

.....
*(1) The Senate has 34 members while the House of Delegates has 100 members. (2) Nine. (3) True. (4) June 20th. (5) Wheeling. (6) John Brown. (7) False-the New River flows South to North. (8) Arthur I. Boreman. (9) Buck was awarded the Nobel Prize in Literature for her novel *The Good Earth* which also won the Pulitzer Prize. (10) Sugar Maple*

Welcome! ... The Department of Administration is pleased to welcome **Dustin Anthony** (Aviation); **Jessica Evans, Courtney Strobel**, and **Melissa Williams** (CPRB); **Angela Nitardy** (General Services); **James Cox** (Grievance); **Jessica Cramer** (PEIA); **Amy Crook** (Personnel); **Cheryl Cohen** and **Amber Carter** (Purchasing); and **Jacqueline Clendenin** and **Bradlee Wolfe** (Technology). **Timothy Phillips** transferred from Technology to CPRB and **Krista Scott** transferred from Technology to Personnel.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Robin Perdue** (Grievance) and **Ronnie Phipps** (Purchasing) the very best during their retirements.

Best Wishes ... to **Lisa Billups** (Personnel), who recently resigned from our department.

Condolences ... to the family of **Beth Lukomski** (CPRB), who recently passed away.

Other News ... The Capitol Dispensary has staffed a temporary nurse. Nurse Amy Hoyer is now available at the Capitol Dispensary from 8:30 a.m. to 4:30 p.m. In addition, a doctor will also be available each day that the Legislature is in session.

President's Day ... Please remember that state employees will recognize Monday, February 19, 2018, as a state holiday.

Employee Question of the Month! ... A big THANK YOU to our employees who are participating in our *Employee Question of the Month*. You can see the results of January's question on page 3. As we enter the month of Valentine's Day, we want to hear from our romantics and our film lovers. This month's question is, **"What is your favorite romantic comedy?"** Share your comments with us by [February 12, 2018](https://www.surveymonkey.com/r/favRomCom), or visit www.surveymonkey.com/r/favRomCom. Please note that all submissions will be anonymous and may be edited for clarity and length.

HAPPY BIRTHDAY ... in FEBRUARY!

Below is a list of Department of Administration employees celebrating their birthdays during the month of February:

Chrissy Courtney.....CPRB	James Bateman.....Personnel
Heather Drake.....CPRB	Gary Goble.....Personnel
Bridget Hanshaw.....CPRB	Tracy Richardson.....Personnel
Amber Hawkins.....CPRB	Diane Holley-Brown.....Purchasing
Cassandra Huffman.....CPRB	Robert Ross.....Purchasing
Tenna Lillibridge Bell.....CPRB	Debra Watkins.....Purchasing
Timothy Phillips.....CPRB	Thomas Barton.....Real Estate
Victoria Sutton.....CPRB	Kenneth Jackson.....Real Estate
Andrew Bragg.....Gen. Svcs.	Misty Moore.....Real Estate
Nancy Crawford.....Gen. Svcs.	Andrew Sabatino.....Real Estate
Michael Hamrick.....Gen. Svcs.	Christopher Bailey.....Technology
David Haynes.....Gen. Svcs.	Sara Davis.....Technology
Gary Pennington.....Gen. Svcs.	Matthew Fenney.....Technology
Stephen Pinkerton.....Gen. Svcs.	Todd Hall.....Technology
William Raines.....Gen. Svcs.	Carlos Kinder.....Technology
Landon Brown.....Grievance	Donnie Lively.....Technology
Carrie Lefevre.....Grievance	Nathan Moul.....Technology
Crystal Broyles.....PEIA	Adam Robinson.....Technology
Lisa Conley.....PEIA	Joshua Spence.....Technology
Breanne Myers.....Personnel	Jason Warner.....Technology
Kara Anderson Stewart.....Personnel	

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